

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**October 25, 2007**

**4 Page Document**

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<b>TITLE:</b>	Administrative Assistant
<b>POSITION NO:</b>	10300
<b>LOCATION:</b>	Disability Services Division, Billings
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 3
<b>STARTING SALARY:</b>	\$20,149 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, November 8, 2007**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A typing test is required at 45 (net) wpm (.2 is subtracted from the typing score for each error to obtain net score). Obtain this test from the Job Service and include with application.

**TYPICAL DUTIES:** The Montana Vocational Rehabilitation Program (MVR) offers an array of services to individuals with disabilities. This position is part of the MVR team providing service to customers. This position is responsible for performing clerical, administrative and paraprofessional work as part of an overall frontline service team and at times be the receptionist for the Billings Regional Office.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of general office principles and procedures; filing systems; medical terminology; spelling, composition, and grammar; and computer fundamentals including Microsoft Word, Outlook, Excel, and basic Internet navigation.

**Skills:** Skill in the operation of computer equipment and software; basic office equipment, including calculator, copying

machine, fax, TDD, postage machine, and multi-line telephone; establishing and maintaining routine working relationships with the public, co-workers, vendors, and customers; performing routine mathematical calculations; and personal communication, diplomacy, and teamwork.

Abilities: Ability to organize and prioritize work and complete tasks in a timely manner; display initiative and flexibility in performing a wide variety of tasks; learn and articulate policies, procedures, and the roles of department personnel; and handle confidential sensitive information about individuals.

EDUCATION/EXPERIENCE REQUIRED: High School diploma or GED **AND** two years general office or clerical experience. Progressively responsible experience working with bookkeeping accounting and office management is preferred. Other combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Typing test; and
4. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Administrative Assistant  
Position: #10300  
Location: Disability Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience performing office reception duties and operating a multi-line telephone system.
2. In months/years, please describe your computer experience, to include your familiarity with the following computer programs: Microsoft Word, Outlook, and Excel. Also, please include any experience working with data base systems.